FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Medicine

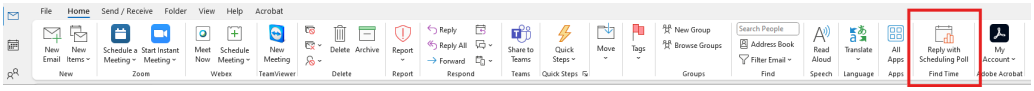
Outlook: Create a Scheduling Poll

Samantha Starr - 2025-04-07 - Software

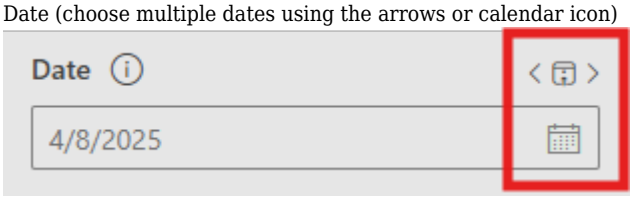
How to Create a Scheduling Poll in Outlook

Minimize back-and-forth emails about available times to schedule meetings.

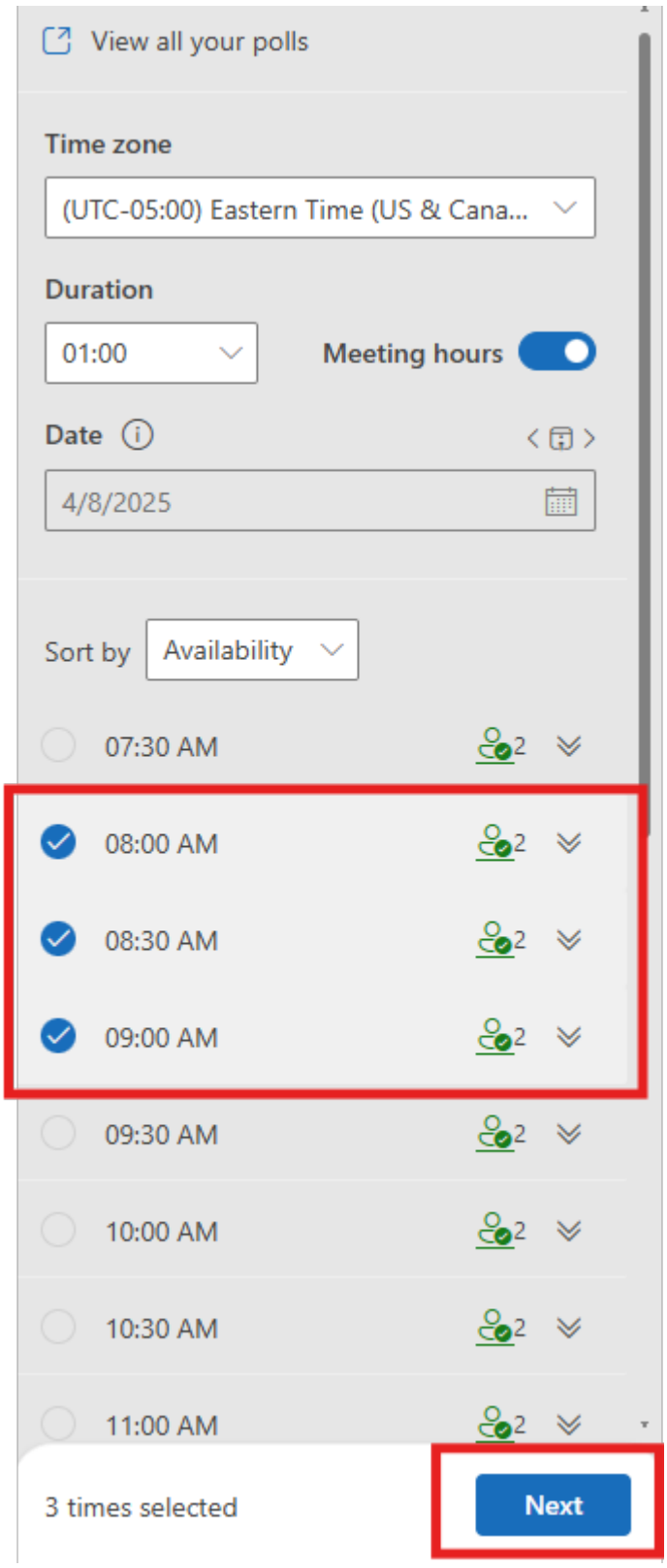
1. Create a “New email” or select an email to reply with a poll
    1. Ensure you have attendees added to a “New email”
2. Locate and select “New Scheduling Poll” or “Reply with Scheduling Poll” in the ribbon



3. View the “Scheduling Poll” on the right of your Outlook window
4. Customize your polling options
    1. Duration
    2. Date (choose multiple dates using the arrows or calendar icon)



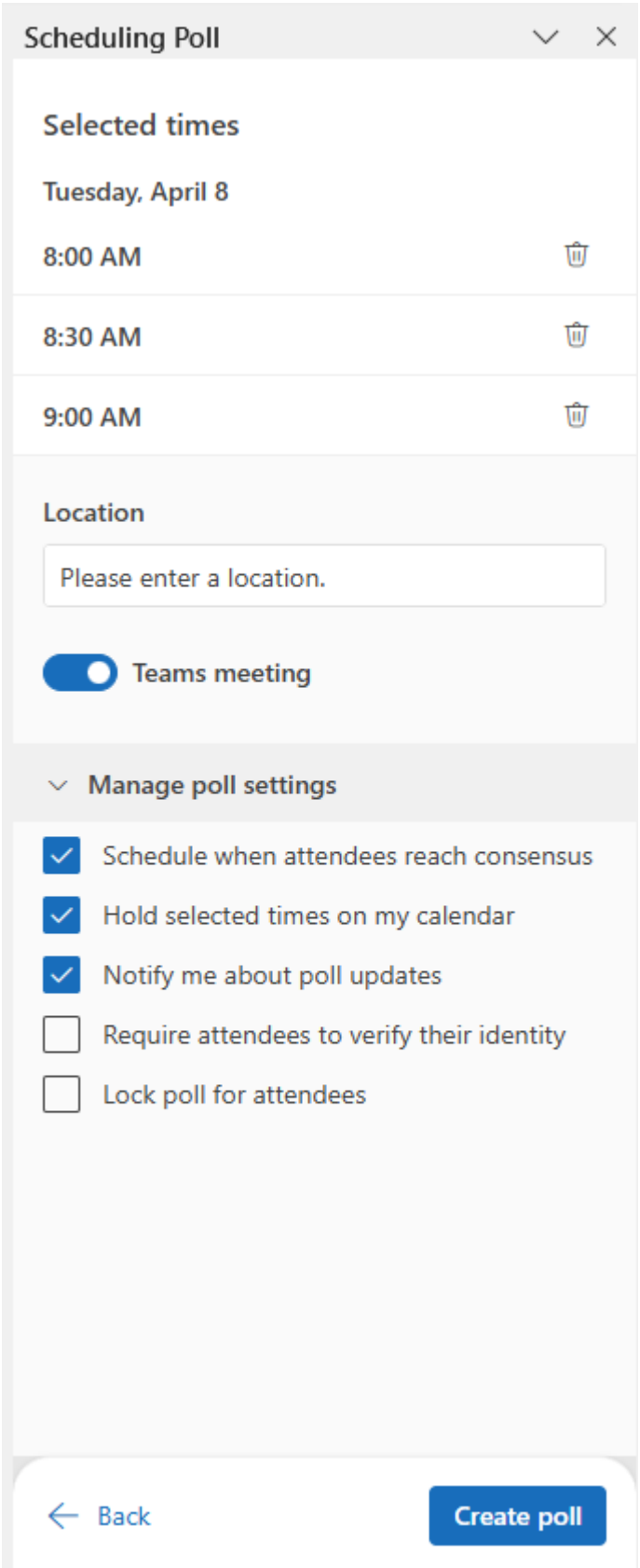
    3. Time (select multiple times by clicking on the options with your availability)



5. Select “Next”

6. Further customize your poll

1. View your selected times
2. Designate a location
3. Click the dropdown arrow to view poll settings



7. Select “Create poll”

8. Send your email with your poll

